

**PERAC
JOB OPENING**

OFFICIAL TITLE: General Counsel

The Public Employee Retirement Administration Commission (PERAC) provides oversight, guidance, monitoring, and regulation to the 104 Massachusetts Public Pension Systems in the Commonwealth. The Legal Unit is responsible for approving disability applications, drafting opinion letters to Retirement Boards and other constituencies, providing technical/legal assistance to the pension community and litigating important cases. Additionally, the Legal Unit provides guidance on legislation impacting retirement benefits and other matters pertaining to statute and regulations. The Legal Unit participates in continuing education sessions to assure that staff, board members and the Commission stay current on legal trends and cases.

DUTIES:

1. Provide direct supervision over and assign work to support staff through guidance, instruction and delegation of daily tasks ensuring the Commission's goals are met.
2. Prepare written briefs and represent the Commission in court and at administrative proceedings. Provide specialized expertise and advice on legal issues to assist Commission with decision making matters and ensure compliance with agency, state and federal laws and regulations.
3. Educate and effectively communicate the implementation of C. 32, retirement law and PERAC's regulations to the Executive Director, PERAC staff and Commissioners.
4. Research and analyze policies, rules, regulations, new legislation, and federal and state laws affecting retirement law.
5. Review legislation; provide recommendations to Legislature and Commission.
6. Provide advice to Executive Director and Commission on litigation strategies. Work with the Attorney General on cases through all levels of adjudication.
7. Provides legal assistance to retirement boards in interpreting retirement laws and procedures in the form of written opinion letters.
8. Supervises and coordinates the agency's review of disability retirements.
9. Prepares educational materials for workshops held for the various retirement systems.
10. Trains new actuarial staff in the interpretation of C. 32 and reviews and approves all W.C. offset letters forwarded to the various retirement systems before mailing to boards.
11. Provides overview of legal issues with all new staff upon employment with agency.
12. Perform other work related duties or special projects as required by the Executive Director and Commissioners.

QUALIFICATIONS:

Applicants must have a Juris Doctor (JD) Degree, admission to the Massachusetts Bar Association, significant experience in the practice of retirement law, particularly Massachusetts, and proven supervisory skills. Proficiency in Microsoft Office software suite. Strong communication, organizational, and written skills.

Application Deadline: February 12, 2019

SALARY RANGE: 95,000 – 130,000

Please submit resume along with a demonstration of writing skills online at:

<https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.